

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

BUILDING/GROUNDS MAINTENANCE WORKER - 05613 Monthly Salary Range: \$2631 - \$3686

No Option – Regular Test

SS Option – Spanish Speaking

General duties: A Building/Grounds Maintenance Worker regularly performs a variety of semi-skilled labor or building/mechanical work below the journey level; may directly assist skilled craftsmen; or operates heavy equipment (e.g. bulldozer, road grader, backhoe, tree spade, or end loader) in the maintenance of Military and Naval buildings and grounds. Performs minor carpentry repairs, minor plumbing, air conditioning, and/or electrical repairs. Performs a variety of non-skilled building and grounds work; mows and fertilizes lawns; cleans interior of buildings, etc.

Desirable training and experience: Four years high school plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; or equivalent training and experience. Some positions may require possession of an appropriate valid driver's license pertaining to equipment operated.

Knowledges tested: Grounds maintenance; Building trades; Janitorial procedures; Equipment operation/maintenance.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Champaign, Clinton, Cook, Edgar, Effingham, Henry, Iroquois, Kane, Knox, LaSalle, Livingston, Madison, Mason, McDonough, McHenry, Montgomery, Peoria, Perry, Pike, Pulaski, Rock Island, St. Clair, Sangamon, Tazewell, Union, White, Whiteside, Will, Williamson, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.